

LONGMONT CITY COUNCIL CANDIDATE

Longmont Fair Campaign Practices Orientation

August 31, 2015

- **Definitions**

- Section 2.04.203 (page 1 through 5)

- **Contributions**

- File Candidate Committee Statement of Organization prior to taking first contribution (2.04.207 B)
 - Open separate bank account (2.04.204 C)
 - Maintain records for 90 days following the election
 - Deposit contributions within 7 business days after receipt
 - Conduits (2.04.204 A)
 - Loans
 - Loans from Financial Institutions (2.04.204 B)
 - Loans from self (2.04.204 G)
 - Report on Schedule C

- **Contributions (continued)**

- Coins and currency - \$100 limit *(2.04.204 D)*
- Contribution limits
 - \$230.00 from any natural person *(2.04.204 F.1)*
 - \$590.00 from any person other than a natural person *(2.04.204 F.2)*
- Unexpended contributions at end of election *(2.04.205)*
 - Donate to a charitable organization
 - Return to contributors
 - Retain for use in a subsequent election
 - Report on line 2 of Report of Contributions and Expenditures Summary

- **Electioneering Communications**

- Any communication which is distributed that refers to a clearly identified candidate, is distributed within 90 days prior to election, and distributed to members of the electorate **(2.04.204)**
- Shall clearly state that the communication has been authorized and paid for by candidate, candidate committee or agent , or made in cooperation with or with the prior consent of, or in consultation or coordination with, or at the request or suggestion of, a candidate or candidate's committee or its agents. **(2.04.206.5 C)**
- Disclosure shall be prominently featured in the electioneering communication **(2.04.206.5 C)**

- **Electioneering Communications (*cont'd*)**

- Any expense for electioneering communications totaling in excess of \$250 requires a notice be filed with the City Clerk **(2.04.206.5 A)**
 - Notice must contain amount of the expenditure, a detailed description of the use of such expenditure, and specifically state the name of the candidate.
 - Filed within 72 hours after the communication is distributed
 - Each time a person makes one or more additional expenditures totaling in excess of \$250.00 requires a new notice

- **Independent Expenditures** *(2.04.206)*

- Expenditure expressly advocating the election or defeat of a candidate NOT MADE WITH THE COOPERATION OR WITH THE PRIOR CONSENT OF, OR IN CONSULTATION WITH, OR IN COORDINATION WITH, OR AT THE REQUEST OF, a candidate , candidate's agent or candidate's committee
- Same requirements for reporting to the City Clerk
 - Within 72 hours
 - Detailed description
 - Amount of expenditure
 - Specifically state the name of the candidate the independent expenditure is intended to support or oppose

- **Reporting Requirements**

- Candidate Affidavit – within 10 days of publicly announcing your candidacy (2.04.209 A)
- Candidate Committee Statement of Organization – prior to accepting any contributions (2.04.207 B)
- Report the following information (2.04.207 A)
 - Balance of funds at the beginning of the reporting period
 - All contributions received
 - Name and address of each person who has contributed \$50 or more
 - All expenditures made
 - Unexpended campaign contributions
 - Obligations entered into by the committee or candidate
 - Expenses incurred but not yet paid
 - Name and Address of your financial institution

- **Reporting Requirements** *(cont'd.) (2.04.207 A 2 and 3)*

- 21st day prior to election – October 13th
 - Report information through October 11th
- 14th day prior to election – 20th
 - Report information through October 18th
- Wednesday before the election – October 28th
 - Report information through October 26th
- 30 days after the election – December 3rd
 - Report information through December 1st

- **Reporting Requirements** *(cont'd.)*

- **Off Election Year Reporting** *(2.04.207 A2)*

- May 1st
 - November 1st

- **Provide documentation upon request of City Clerk** *(2.04.207 D)*

- Provide within one business day
 - All expenditures and obligations entered into
 - Date of transaction or agreement
 - Items contracted for and amount of expenditure

- **Reporting Requirements** *(cont'd.)*

- Late filing fees *(2.04.208 B)*

- \$100 for first 24-hour period
- \$200 for second 24-hour period
- \$300 for third 24-hour period
- After that it becomes a “Failure to File” violation and is written into Municipal Court

- All reports are public records *(2.04.208 D)*

- Reports made accessible to the public electronically on the City’s website within 24 hours after they are filed *(2.04.208 D)*

- Five business days to file an addendum that cures deficiencies once notified by the City Clerk *(2.04.208 D)*

- **Reporting Requirements** *(cont'd.)*

- File one copy

- File electronically *(2.04.208.5 B)*

- Fax

- E-mail attachment

- Original with signatures within seven days
(2.04.208.5 B)

- **Computation of Time**

- If reporting day falls on weekend or legal holiday, file by close of next business day (2.04.208.5)
- All reports due by close of business –5 p.m. (2.04.208.5)

- **Violations and Civil Fines**

- Fines for violations spelled out (2.04.211 C)
- 14 days to pay the fine or contest and request a hearing in writing (2.04.211 A2)
- Hearings conducted in Municipal Court--\$50 fee in addition to the violation fine if upheld (2.04.211 B)

- **Reporting Forms**

- Copies included in the Candidate Packet
- Copies available on line at
<http://longmontcolorado.gov/departments/departments-a-d/city-clerk/election-information/fair-campaign-reporting-act>
- Forms available in pdf or Excel formats
- Call Clerk's Office if you have questions regarding which form(s) to use

303-651-8649

Campaign Signs

- Development Code outlines sign size restrictions
- Do not place signs in the right of way
 - Illegally placed signs will be removed
- Take all signs down within seven days after election